

## NOTICE FOR PROFESSIONAL SERVICES

In accordance with Section 103D-304, Hawaii Revised Statutes, the City and County of Honolulu, Department of Design and Construction, is seeking a qualified consultant to provide construction management services for the Rehabilitation of Streets, Unit 5A, Beretania Street from Alapai Street to King Street, project. The proposed project involves cold planing and removing existing asphalt concrete pavement; resurfacing and reconstructing roadway pavement; adjusting utility manhole frames and covers, and street survey monuments; constructing concrete bus lanes, curbs, gutters, sidewalks, curb ramps, and drainage systems; relocating traffic signals, and roadway lighting; and installing signs and pavement markings.

The specific construction management scope of services that are required include, but are not limited to:

1. Provide overall project management of the construction of the project in accordance with procedures established by FHWA, State DOT and the City;
2. Review and interpret contract plans and specifications for issues and items that could affect construction activity and schedules;
3. Coordinate and review the construction scheduling;
4. Prepare and process monthly progress payments to Contractor which will be reimbursed to the City in accordance with procedures established by FHWA and State DOT;
5. Monitor all operations of the Contractor for safety concerns, conditions and acts;
6. Provide construction quality control and inspection;
7. Coordinate and maintain records of materials and equipment receiving and submittals;
8. Perform and coordinate material testing and sampling;
9. Oversee, resolve and process appropriate documentations for construction change orders and claims;
10. Investigate, resolve and process appropriate documentations for damage claims and complaints;
11. Prepare, obtain, and maintain project records, inspector reports and project photographs;
12. Perform final completion and closeout activities and reports;
13. Coordinate and perform public relations outreach program;
14. Perform any other related services required by the State of Hawaii Department of Transportation, the Federal Highways Administration and the City and County of Honolulu.

Construction of the project is anticipated to start in the second quarter of 2006. The total construction time will be 365 calendar days.

Firms interested in being considered for the above service contract and have the necessary qualifications and resources are invited to submit a proposal for the project. Proposals should be clear, concise, and in accordance with the Guidelines for Preparing Consultant Proposals.

Proposals should include the following:

- (1) The name of the firm or person, the principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past years;

- (3) The education, training, and qualifications of key members of the firm;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
- (5) Any promotional or descriptive literature which the firm desires to submit.

Interested firms shall submit one original and three copies of their proposal by  
November 29, 2005, no later than 4:30 p.m., Hawaii Standard Time, to:

Mr. Wayne M. Hashiro, P.E., Director  
Department of Design and Construction  
City and County of Honolulu  
650 South King street, 15<sup>th</sup> Floor  
Honolulu, Hawaii 96813

Attention: Lois Chong  
Civil Division


The City and County of Honolulu, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation (Title 49, Code of Federal Regulations Part 21) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, religion, sex, national origin, age, or disability.

The U.S Department of Transportation Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," Part 26, Title 49, CFR is applicable to this project.

The Director of Budget and Fiscal Services reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the City.

Any inquiry regarding the construction management services required should be directed to Lois Chong at (808) 527-6981.



MARY PATRICIA WATERHOUSE  
Director of Budget and Fiscal Services   
By order of MUFI HANNEMANN, MAYOR  
City and County of Honolulu

## GUIDELINES FOR PREPARING CONSULTANT PROPOSALS

The purpose of these guidelines is to help assure consistency in format and content of consultant proposals submitted to the City. This process should reduce the time requirements for the consultants in preparing a proposal and will simplify the review process by City personnel.

In order for the City's consultant selection committee to evaluate each proposal properly, it is very important each submittal be clear, concise, and follow the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are as shown in the following table.

### PROPOSAL FORMAT REQUIREMENTS

The proposal shall be limited in length as shown below:

Criteria	Points	Max. No. of Pages
Introductory letter, number of years in business, reference and office locations		2
Experience and professional qualifications relevant to the project.	40	2
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	35	2
Capacity to accomplish the work in the required time.	25	2
MAXIMUM TOTAL	100	8*
Appendix: Resumes of key personnel		1 pg/person Max.
Appendix: Company Brochure (optional)		

- \* Number of pages per proposal may vary depending on the nature of the project or service contract, but must total no more than 8 pages and no more than the maximum number of pages per criteria shown in the above table unless otherwise shown in the proposal, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font, or similar, preferred). Any proposal exceeding the 8-page limit, unless otherwise stated in RFP, receives a 5-point penalty for each page over the limit.

After the award of the project, any change in key personnel shall be approved in writing by the City.

## **PROPOSAL EVALUATION CRITERIA FOR CONSTRUCTION MANAGEMENT (CM) SERVICES**

The criteria presented below will be used for evaluating interested consultants:

**1. Experience and professional qualifications relevant to the project.**

If a construction engineer is required, the construction engineer shall be experienced in managing the construction of projects of similar nature and scope, and shall be a professional engineer licensed in the State of Hawaii. If a construction inspector is required, the construction inspector shall be certified by the State DOT Highways Division's Materials Testing and Research Branch. Resumes of the construction engineer and construction inspector, limited to one page per person, must be included in the appendix.

**2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.**

The consultant shall include a list of all similar construction projects that the consultant successfully managed and/or inspected, and list the name, contact person, and phone number of the public and/or private agencies.

**3. Capacity to accomplish the work in the required time.**

The consultant must demonstrate that sufficient knowledgeable staff is available, experienced, and capable of performing the work.

The consultant shall include a list of current City and State DOT projects, which includes the start and estimated completion dates of the projects.